

# Instructional Days Amendment Request

## Purpose

The *Instructional Days Amendment Request* is used to increase or decrease the number of instructional days the Charter Holder provides annually. This may be a permanent change to the charter contract, or a notification to the Board that the number of contracted instructional days will not be met in a specific fiscal year due to unforeseen circumstances (e.g. snow, power outage, roof collapse). This request may apply to a specific school, or to multiple schools operated under a charter.

## Determining Eligibility

Any charter holder may submit an *Instructional Days Amendment Request*.

## Board Consideration

A substantively complete amendment request submitted by a charter holder will be placed on the agenda of a regular Board meeting. A finding that the Charter Holder is not in compliance in one or more operational areas (see page 5 of The Guide) may result in a delay in consideration of the request.

## Instructions for the Request

Work through the form, filling in all required fields and uploads (denoted by "\*\*"). Follow the instructions for each upload field. Be sure to save your work, even if you aren't prepared to submit your form, so that you do not lose your data.

## Form Fields

Field	Instructions
<b>Select School*</b>	Select the school from the list of schools operated under the charter for which the request is being submitted. If the request will be charter-wide, select charter-wide.
<b>From</b>	Confirm that the number in <i>From</i> accurately identifies the instructional days approved for the charter contract. If not, contact Board staff.
<b>To*</b>	Enter the number of instructional days to be provided annually. If the instructional day increase or decrease applies to more than one school, and instructional days will be the same for each school, the change can be made on the same request. If the instructional day increase or decrease applies to more than one school, and the number of instructional days will not be the same for each school, a separate request must be submitted for each school.
<b>Fiscal Year Effective Date*</b>	Enter the proposed fiscal year in which the instructional days change will occur.
<b>Type of Change*</b>	Indicate whether this change is for a single fiscal year or a permanent change.

## Attachments

For further information regarding specific documentation requirements, see pages 6–15 of The Guide and the substantive completeness requirements found below.

### Board Minutes\*

Upload evidence that the proposed change has been approved by the Charter Holder.

### School Calendar\*

Provide the school calendar for the fiscal year the request will become effective, clearly indicating any days using alternate daily schedules (e.g. early release days).

### Daily Instructional Schedule(s)\*

Provide daily instructional schedule(s) clearly identifying instructional and non-instructional periods, for each grade served. Include any alternate schedules (e.g. early release days) identified in the school calendar.

### Narrative\*

Upload a narrative that responds to the following prompts:

- ☐ Describe the rationale for this request.
- ☐ (Permanent Only) Describe how the proposed change to instructional days will improve pupil achievement in the target population served by the charter.
- ☐ Describe how the school calendar and daily instructional schedule(s) submitted demonstrate compliance with A.R.S. §15-901 regarding annual instructional hours for each grade served.

## Administrative Completeness Review

An administratively complete request includes:

- ☐ Board Minutes
  - Comply with Open Meeting Law (if applicable)
  - Board aligns with what is currently on file with ASBCS
- ☐ School Calendar
- ☐ Daily Instructional Schedule(s)
- ☐ Narrative, addressing all prompts

## Substantive Completeness Review

The following checklist will be used to determine substantive completeness for this request. Each criterion (if applicable) will either be deemed acceptable or not acceptable.

Review	Criteria
Board Minutes	Board Minutes that:

	<input type="checkbox"/> Indicate that the request has been approved by the appropriate board and is consistent with the submitted form
<b>School Calendar</b>	Calendar includes the following: <input type="checkbox"/> Current fiscal year dates, including any alternate daily schedules
<b>Daily Instructional Schedule(s)</b>	Instructional schedule includes the following: <input type="checkbox"/> Instructional and non-instructional periods for each grade level served; and <input type="checkbox"/> Any alternate daily schedules from the school calendar.
<b>Rationale (Narrative)</b>	Description includes the following: <input type="checkbox"/> Rationale for increase or decrease in instructional days
<b>Improved Pupil Achievement (Narrative—Permanent change only)</b>	Description includes the following: <input type="checkbox"/> How the change will improve pupil achievement
<b>Compliance with A.R.S. §15-901 (Narrative)</b>	Description includes the following: <input type="checkbox"/> How the school calendar and schedule(s) submitted demonstrate compliance with A.R.S. §15-901